

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

SENIOR BUDGET ANALYST

Role Title: Financial Services Specialist II

Position # 00395 (**2 positions available**)

Pay Band 5, Level II, Hiring Range: \$42,614 - \$74,000

Closing Date: August 8, 2016

Budget and Contract Management Division seeks professional to maintain high-level budgetary controls for assigned programs related to the Medicaid program in Virginia. This position is responsible for a full range of budget development and execution activities including federal and state reporting, coordination and interaction with agency management staff, budget forecasting implementation and appropriation, actual expenditure tracking and monitoring, and special projects. Applicants must have considerable knowledge of public sector policy development, budgeting practices, accounting, and financial management practices. Must have demonstrated ability to forecast expenditures and analyze trends; analyze complex documents and summarize findings; and manipulate vast amounts of data in spreadsheets and databases. Must have proven strong process management and organizational skills with the ability to manage multiple projects while adhering to established timeframes to produce accurate and professional reports. Must have demonstrated ability to work both independently and with others; to communicate effectively, both orally and in writing, and work successfully with diverse groups and all levels of management. Requires proficiency using word processing, spreadsheet, database, and other financial applications. Degree from an accredited college or university with coursework in accounting, finance, management or economics is preferred. Advanced degree is a plus. Extensive budgeting, accounting and financial experience may substitute for an advanced degree.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA